



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Energy Commission Specialist I (TED)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$5,762 - \$7,161

**LOCATION:** Efficiency Division, Existing Buildings

**FINAL FILING DATE:** March 4, 2019

The Existing Buildings Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

## DUTIES/RESPONSIBILITIES:

- Conduct research and analysis, and provide technical assistance and coordination efforts on Existing Buildings Program projects to increase the energy efficiency of the existing building stock. Technical expert and team member for the development of Existing Buildings Office policy reports and other Existing Buildings Office efforts. Responsibilities include project documents preparation, feasibility analysis, and cost-effectiveness review of technical topic areas identified in legislation and related policy reports. Present project status information at Efficiency Lead Meetings, Business Meetings, and public workshops, and incorporate comments, as appropriate. Will become one of several subject matter technical experts, providing guidance to project managers, who are implementing projects and programs. Coordinate with other Energy Commission offices, and public and private agencies to identify, solicit input, recommend, and implement energy efficiency measures and targets. Report pertinent information in the Integrated Energy Policy Report (IEPR) or other agency reports, as applicable. Topics may include, but are not limited to, analyzing and facilitating improvements in residential, nonresidential, industrial, agricultural, and governmental sectors.
- Implement energy efficiency and building decarbonization strategies identified as priorities within the Existing Buildings Office, participate in or lead some project work teams needed to execute programs and projects, and coordinating team efforts. Plan and conduct public workshops and outreach events, to gather input from external stakeholders from around the state.
- As a technical expert, provide leadership, analysis, direction and management of rulemaking proceedings, completion of filing documents, development of notices, and coordination of documents filing with the Office of Administrative Law and Secretary of State's Offices, respond to questions, and receive final adoption approval for the implementation of the programs in the Existing Building Program. Exercise some lead responsibility as Project Manager. May be responsible for minor Commission reports and



- may lead other Energy Commission Specialists in carrying out project responsibilities.
- Manage programs (including work authorizations) and grants related to the Existing Buildings Programs. Perform the duties of a contract manager, or assist the contract manager or project manager. Responsibilities include assisting in the preparation of business requirements for technical work, solicitation documents, work authorizations, or grant opportunity documents; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables, and costs (labor fees and direct expenses); preparing contracts, grants, and request memoranda; assigning work; monitoring work progress; processing invoices; tracking expenditures; and preparing related, necessary paperwork.
  - Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.
  - Perform other related duties as required consistent with the specification of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Knowledge of the Existing Buildings Energy Efficiency Action Plan and California's Senate Bill 350 energy efficiency savings goals.
- Demonstrated ability to use a variety of analytical and research techniques to assist in evaluating and quantifying the effect of building energy efficiency measures, assist in resolving energy efficiency problems, and develop and evaluate alternatives.
- Demonstrated ability of completed staff work.
- Knowledge of project management.
- Ability to communicate ideas effectively.
- Strong written and verbal communication skills.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-181 and Position #535-420-4184-003 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

**Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.



**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #420-181  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4309

*For additional questions regarding this recruitment, you may contact (916) 654-4309 or email [personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov).*

*California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922*

